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中英合作办学
微信公众号









CDUT Sino-British Collaborative Education

家长手册

Parent Handbook

成都理工大学牛津布鲁克斯学院

Chengdu University of Technology Oxford Brookes College

计算机科学与技术

BSc (Hons) Computer Science

软件工程

BSc (Hons) Software Engineering

2020-2021



Declaration:

Due to space constraints, not everything has been fully covered in this parent handbook. It is highly recommended that parents follow up the most updated official documents, policies and data published by Chengdu University of Technology and Oxford Brookes University, UK.

First edition August 2020

声明：

由于篇幅所限，本手册无法描述合作办学的所有事项，建议家长关注成都理工大学、英国牛津布鲁克斯大学最新的官方正式文件、政策及数据。

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WELCOME
欢迎词



Dear parents,

尊敬的家长，

Congratulations on your son or daughter taking up a place on the Chengdu University of Technology Oxford Brookes College (hereinafter referred to as the Collaborative Institute), which offers BSc Computer Science and BSc Software Engineering here in China.

祝贺您的孩子成功考取成都理工大学牛津布鲁克斯学院（简称牛布学院），学院开设计算机科学与技术专业和软件工程专业。

As you are aware, your son or daughter will spend at least two thirds of his or her time studying content delivered and assessed exclusively in English. The first year is spent developing academic and language skills required for University study in English whilst the courses in the following years are identical in nature to those studied in the UK. Our programme adopts not only the teaching content from Oxford Brookes University but also the professional academic management standards which underpin the high quality of UK education. These high standards mean that on successful completion, your son or daughter will receive not only a degree from Chengdu University of Technology, but also an Honours Degree from Oxford Brookes University.

您或已了解，您的孩子在此后的学习中有三分之二的课程都是全英文授课和测评。第一年主要培养和提高学生的学术和语言能力，达到在英国大学学习的要求。接下来三年的课程则与在英学生所学课程一致。该专业不仅采用英国牛津布鲁克斯大学的教学内容，而且执行该校专业的学术管理标准，以保障实施高质量的英国教育。这些高标准意味着，成功完成学业，您的孩子将分别获得由成都理工大学颁发的本科毕业证、学士学位，以及英国牛津布鲁克斯大学颁发的荣誉学士学位。

We provide highly experienced academic staff and top quality student support service to help maximize the potential of all our students, but academic success can only be achieved following dedicated study by the individual. For each hour spent in the classroom students are expected to maintain an absolute minimum of two hours independent study – reading around the subject, preparing for the next tutorial or seminar, revisiting lecture content and undertaking the required research for assignments.



我们拥有教学经验丰富的教师队伍和优质的学生支持服务团队，以帮助学生最大程度地发掘他们的潜力。不过要取得学业上的成功，还必须有学生自己的勤奋努力。此外，对于课堂上每小时的教学，学生都必须保证至少两个小时的自学，用于完成课程相关的阅读、准备下一节教学或者研讨、复习授课内容和按要求进行调查研究等等。

This parent handbook has been produced to outline the details of the Collaborative Instituteand the strict standards that we uphold. We hope that with your understanding and encouragement your son or daughter can perform to his or her utmost and receive a genuine qualification backed by a genuine understanding of the subject.

制作这本家长手册旨在概述牛布学院的各方面情况以及我们所坚持的严格标准。我们希望，在您的理解和鼓励下，您的孩子可以做到最好，真正地获得才学并取得学位。

As a collaborative institute, we are continually seeking to improve and develop, and to increase opportunities for our students. Feel free to contact the administrative team if you have any comments, suggestions or enquiries about the programme.

我们始终致力于提高和完善成都理工大学牛津布鲁克斯学院，为我们的学生创造更多机会。如果您有任何意见、建议或者疑问，请与工作人员联系。

Regards,

Matt Ryan
Director of Chengdu University of Technology Oxford Brookes College
成都理工大学牛津布鲁克斯学院英方主管

BRIEF INTRODUCTION
成都理工大学牛津布鲁克斯学院简介

Chengdu University of Technology have been offering Sino-British Collaborative Programmes since 2005. In 2016 Oxford Brookes University and Chengdu University of Technology started their collaboration in Accountancy, and the Collaborative Institute is new this year and is managed at Chengdu University of Technology by the same experienced team as the other collaborative programmes here.

成都理工大学中英合作办学始于2005年。2016年成都理工大学与英国牛津布鲁克斯大学合作举办了会计学专业本科教育项目，今年两校合作设立的成都理工大学牛津布鲁克斯学院获批成立，同样由成都理工大学中英合作办学这支经验丰富的团队进行管理。

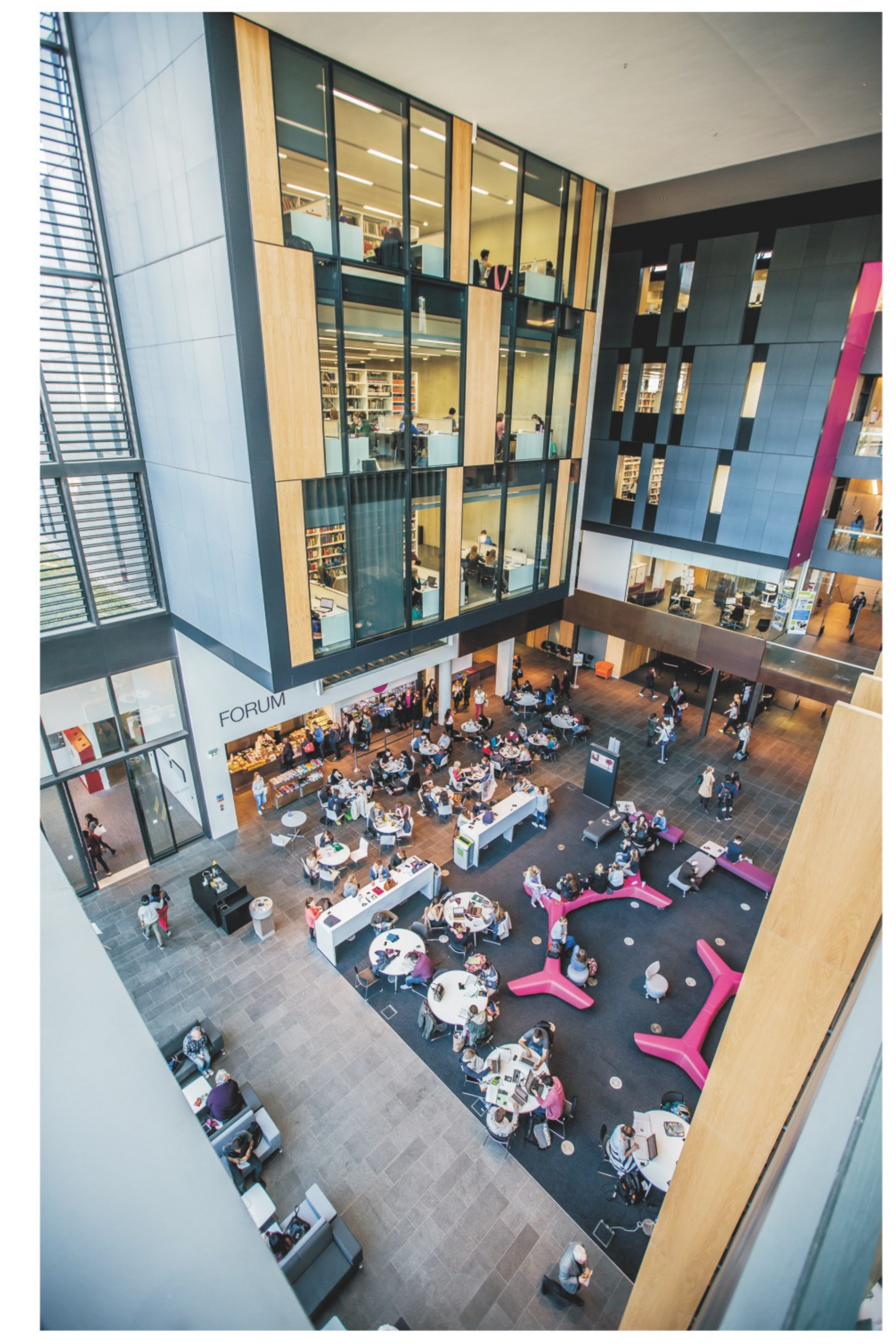
The Collaborative Institute aims to combine the high quality resources of British higher education and the higher education resources of China in order to equip talented students with a thorough knowledge of both China and the West and to improve students' competitive advantages in a globalised world. For the details of the approval documentation from the Chinese National Ministry of Education please see the official website. The programmes of the Collaborative Institute start with an International Foundation Diploma Programme and is then followed by the more specialized courses.

成都理工大学牛津布鲁克斯学院旨在通过引进英国高等教育的优质资源，与中国优秀高等教育资源相结合，在中国本土培养学贯中西的国际性复合型人才，以提高中国人才在经济全球化趋势下的竞争优势。成都理工大学牛津布鲁克斯学院经教育部审批，相关批准信息，请登录官网查询。牛布学院开设专业包括第一年的国际基础文凭课程（简称IFDP）和之后的专业课课程。

Chinese students enter University a year earlier than their UK counterparts with one year less of school education. UK Degree programmes normally take three years to complete and are numbered from level 4 to 6. These correspond to the second and subsequent years at a Chinese university, with the foundation programme inserted as the first year.

中国学生通常比英国学生提前一年进入大学阶段的学习，学制上中国大学比英国大学多了一年。英国大学的本科课程学制通常是三年，即英国的第四级到六级。这相当于中国大学的大二到大四，而国际基础文凭课程则为中国大学的大一。

UK Level 3(L3): Chinese Grade 1 英方第三级：中方大一
UK Level 4(L4): Chinese Grade 2 英方第四级：中方大二
UK Level 5(L5): Chinese Grade 3 英方第五级：中方大三
UK Level 6(L6): Chinese Grade 4 英方第六级：中方大四



BSC (HONS) COMPUTER SCIENCE PROGRAMME STRUCTURE DIAGRAM

计算机科学与技术（荣誉）理学学士学位课程结构图

Year 1 Semester 1 第1学年 第1学期	General English 2 综合英语 2 15 credits 15 学分	Communication Skills 交流技巧 15 credits 15 学分	Maths & IT Skills 数学与信息技术应用 15 credits 15 学分	Integrated Project 1 综合课题研究 1 15 credits 15 学分
Year 1 Semester 2 第1学年 第2学期	Academic English 学术英语 15 credits 15 学分	English for Specific Academic Purposes 专业学术英语 15 credits 15 学分	Workplace Skills 工作技能 15 credits 15 学分	Integrated Project 2 综合课题研究2 15 credits 15 学分
Year 2 Semester 1 第2学年 第1学期	Problem Solving and Programming 解决问题和编程 30 credits 30学分		Basic Communications and PC Networking 基础通讯与PC网络 15 credits 15 学分	Foundations of Computing System 计算机系统基础 15 credits 15学分
Year 2 Semester 2 第2学年 第2学期	Information System 信息系统 15 credits 15 学分	Object Oriented Programming 面向对象编程 15 credits 15 学分	Circuits & Digital Logic 电路与数字逻辑 15 credits 15 学分	Mathematics for Computing 计算机数学 15 credits 15 学分
Year 3 Semester 1 第3学年 第1学期	Innovative Product Development 创新产品开发 30 Credits 30 学分	Software Development with C and C++ C和C++软件开发 15 Credits 15 学分	Foundations of Computation 运算基础 15 Credits 15 学分	Web Application Development 网络应用开发 15 Credits 15 学分
Year 3 Semester 2 第3学年 第2学期		Databases 数据库 15 Credits 15 学分	Data Structures and Algorithms 数据结构和算法 15 Credits 15 学分	Foundations of Security 安全基础 15 Credits 15 学分
Year 4 Semester 1 第4学年 第1学期	Project 毕业设计 30 Credits 30 学分	Software Engineering 软件工程 15 Credits 15 学分	Compiler Construction 编译器构造 15 Credits 15 学分	Machine Vision 机器视觉 15 Credits 15 学分
Year 4 Semester 2 第4学年 第2学期		Cloud Computing and Internet of Thing 云计算和物联网 15 Credits 15 学分	Advanced Object Oriented Programming 目标导向编程高级 15 Credits 15 学分	Principles of Operating Systems 操作系hhh统原理 15 Credits 15 学分



形式与政策 Situation and Policy	体育 P. E.	大学生心理健康教育 Mental Health Education of College Students	中国近现代史纲要 Outlines of Chinese Modern History	线性代数 Linear Algebr	职业发展 Career Development	计算机科学与技术专业导论 Introduction to Computer Science and Technology	高等数学 II Higher Mathematics II	军事理论 Mantial theory	
形式与政策 Situation and Policy	体育 P. E.	思想道德修养与法律基础 Ideological and Moral cultivation and Legal Basiss	大学物理学 II College Physics II	高等数学 II Higher Mathematics II					
形式与政策 Situation and Policy	体育 P. E.	概率论与数理统计 Probability and Mathematics Statistics	大学物理学 II College Physics II						
形式与政策 Situation and Policy	体育 P. E.	马克思主义基本原理概论 Basic Principles of Marxism							
形式与政策 Situation and Policy									
形式与政策 Situation and Policy	毛泽东思想和中国特色社会主义理论体系概论 Introduction to Mao Zedong Thought and Theoretical System of Socialism with Chinese Characteristics	创业就业指导 Entrepreneurship and Employment Guidance							
形式与政策 Situation and Policy	专业选修课 Specialised Optional Module	专业选修课 Specialised Optional Module	专业选修课 Specialised Optional Module	公共选修课 Public Optional Module					
形式与政策 Situation and Policy									

BSC (HONS) SOFTWARE ENGINEERING PROGRAMME STRUCTURE DIAGRAM
软件工程（荣誉）理学学士学位课程结构图



Year 1 Semester 1 第1学年 第1学期	General English 2 综合英语 2 15 credits 15 学分	Academic Communcation Skills 学术交流技巧 15 credits 15 学分	Maths & IT Skills 数学与信息技术技能 15 credits 15 学分	Integrated Project 1 综合课题研究 1 15 credits 15 学分
Year 1 Semester 2 第1学年 第2学期	Academic English 学术英语 15 credits 15 学分	English for Specific Academic Purposes (Computing) 专业学术英语（计算机） 15 credits 15 学分	Workplace Skills 工作实践技能 15 credits 15 学分	Integrated Project 2 综合课题研究2 15 credits 15 学分
Year 2 Semester 1 第2学年 第1学期	Problem Solving and Programming 解决问题和编程 30 credits 30学分		Basic Communications and PC Networking 基础通讯与PC网络 15 credits 15 学分	Foundations of Computing System 计算机系统基础 15 credits 15学分
Year 2 Semester 2 第2学年 第2学期	Information System 信息系统 15 credits 15 学分	Object Oriented Programming 面向对象编程 15 credits 15 学分	Dev Ops 开发运维 15 credits 15 学分	Mathematics for Computing 计算机数学 15 credits 15 学分
Year 3 Semester 1 第3学年 第1学期	Innovative Product Development 创新产品开发 30 Credits 30 学分	Software Development 软件开发 15 Credits 15 学分	Human Computer Interaction 人机交互 15 Credits	Web Application Development 网络应用开发 15 Credits 15 学分
Year 3 Semester 2 第3学年 第2学期		Databases 数据库 15 Credits 15 学分	Data Structures and Algorithms 数据结构和算法 15 Credits 15 学分	Foundations of Security 安全基础 15 Credits 15 学分
Year 4 Semester 1 第4学年 第1学期	Project 毕业设计 30 Credits 30 学分	Software Engineering 软件工程 15 Credits 15 学分	Software Analysis and Testing 软件分析与测试 15 Credits 15 学分	Machine Learning 计算机学习 15 Credits 15 学分
Year 4 Semester 2 第4学年 第2学期		Software Project Management 软件项目管理 15 Credits 15 学分	Advanced Object Oriented Programming 目标导向编程高级 15 Credits 15 学分	Software Engineering Economics 软件工程经济学 15 Credits 15 学分

形式与政策 Situation and Policy	体育 P. E.	大学生心理健康教育 Mental Health Education of College Students	中国近现代史纲要 Outlines of Chinese Modern History	线性代数 Linear Algebr	职业发展 Career Development	计算机科学与技术专业导论 Introduction to Computer Science and Technology	高等数学 II Higher Mathematics II	军事理论 Mantial theory	
形式与政策 Situation and Policy	体育 P. E.	思想道德修养与法律基础 Ideological and Moral cultivation and Legal Basiss	大学物理学 II College Physics II	高等数学 II Higher Mathematics II					
形式与政策 Situation and Policy	体育 P. E.	概率论与数理统计 Probability and Mathematics Statistics	大学物理学 II College Physics II						
形式与政策 Situation and Policy	体育 P. E.	马克思主义基本原理概论 Basic Principles of Marxism							
形式与政策 Situation and Policy									
形式与政策 Situation and Policy	毛泽东思想和中国特色社会主义理论体系概论 Introduction to Mao Zedong Thought and Theoretical System of Socialism with Chinese Characteristics	创业就业指导 Entrepreneurship and Employment Guidance							
形式与政策 Situation and Policy	专业选修课 Specialised Optional Module	专业选修课 Specialised Optional Module	专业选修课 Specialised Optional Module	公共选修课 Public Optional Module					
形式与政策 Situation and Policy									

INTERNATIONAL FOUNDATION DIPLOMA PROGRAMME
国际基础文凭课程

The Oxford Brookes University International Foundation Diploma Programme (IFDP) is a one-year integrated programme which prepares international students for UK university education in academic and language skills. It is the first year of their study in the Collaborative Institute.

牛津布鲁克斯大学国际基础文凭课程（IFDP）是为期一学年的综合课程，主旨在培养和提高国际学生的语言和学术能力，为他们接受英国高等教育作好准备。国际基础文凭课程是学生在成都理工大学英国牛津布鲁克斯学院的第一年，即大一。

On the International Foundation Programme students will learn:

通过国际基础课程，学生将学习到：

- An appropriate level of general and academic English for university studies
  大学学习必须的综合英语与学术英语
- Effective skills required to work in teams and lead group discussions
  有效的团队合作与带领小组讨论的能力
- Personal skills in self-directed learning
  个人自学能力
- A basic awareness of cultural differences between countries
  对不同国家间文化差异的基本认识
- Basic skills for problem-solving, both individually and in teams
  解决个人与团队问题的基本能力
- Competence using Microsoft Office and the Internet in academic situations
  运用因特网与微软办公软件学习的能力
- The ability to conduct research on a given topic, present qualitative and quantitative data in a variety of ways, and to draw conclusions
  对既定题目展开研究，用多种方式展示定性与定量数据，并做出结论的能力
- The ability to reflect on one's own experience and learn from it in the future
  总结学习经验，并在将来加以应用的能力

LEARNING FACILITIES AND RESOURCES
学习资源

There are lots of facilities available at CDUT to help students get the most from their studies:

在成都理工大学校园内有很多的资源帮助学生更有效地学习：

- The CDUT library is not only a great place to study, but also has a good selection of English books, and a range of English language journals which can be accessed at www.lib.cdut.edu.cn.
  成都理工大学图书馆是一个学习的好地方，馆藏大量英语书籍和期刊杂志，都可在www.lib.cdut.edu.cn上查阅。
- The Collaborative Institute's PC Labs are an ideal place for students to do their homework. The PC Labs have high-speed Internet and English language software.
  牛布学院的计算机机房配有高速网络和英文软件，是学生完成家庭作业的理想场所。
- CDUT also provides a number of computer rooms where students can do their homework and access the Internet.
  成都理工大学也提供了很多计算机机房，供学生完成作业和上网。
- One other very important resource is the Reading Room (8404), which has a number of useful English books and magazines as well as Internet access and a good environment for study.
  另一个重要的资源就是阅览室（8404），这里配有高速网络和大量有用的英文书籍和杂志，是一个学习的好地方。
- On the Collaborative Institute's students website, students will be able to access the latest information of the Collaborative Institute as well as handouts and other material provided by tutors.
  学生也可以通过登录专用学生网站查看牛布学院相关课程信息，获取老师提供的讲义和其他资料。



LOOKING FOR LATEST INFORMATION ABOUT THE COLLABORATIVE INSTITUTE
获取成都理工大学牛津布鲁克斯学院的最新信息

It is important for students to know what is going on around them to get the most out of university life. There are several ways of accessing the latest information. These include:

及时获取大学校园里的各种信息非常重要，学生可以通过以下方式获取相关信息：

- Reading the notice board outside the Collaborative Institute Management Office
  牛布学院管理办公室外面的告示栏
- Visiting the websites: http://www.zy.cdut.edu.cn and http://student.zy.cdut.edu.cn
  登录网站：http://www.zy.cdut.edu.cn以及http://student.zy.cdut.edu.cn
- Checking student email regularly
  定期查阅自己的电子邮件
- Going to class
  走进课堂
- Reading the handouts and module handbooks provided by tutors
  阅读老师提供的课程模块指导手册和讲义
- Listening to class tutors, monitors and student representatives
  从老师、班长以及学生代表处获取信息





ATTENDANCE
出勤

It is imperative that students attend all classes, take part in individual tutorials and study independently. Students who routinely miss classes get lower grades. It is up to students to study hard and attend class if they wish to succeed.

作为学生，听课、参加个人辅导和坚持自学是绝对必须的。频繁缺课的学生成绩不会太理想。若想取得学业上的成功，学生自己必须努力学习，坚持听课。

Attendance for all formal teaching or timetabled activities is compulsory. The regulations of the University clearly state that if students miss many classes, they may be deemed to have withdrawn from that module and their registration on that module may be cancelled. Also, Chengdu University of Technology has regulations on students' attendance, which students must follow.

学生必须出席全部课程（包括但不限于课表上安排的）。英国牛津布鲁克斯大学明确规定，学生若无故频繁缺课将会被取消相关课程模块的注册资格，即不能继续该课程模块的学习。此外，成都理工大学对学生的出勤也有严格规定，学生必须遵循。

Please note, if students arrive late for class they will not automatically be allowed to take part, and they may be marked absent. The final decision rests with the class teacher.

请注意，老师将决定是否允许迟到的同学进入教室，若不允许的话，学生的出勤将被记录为缺课。

If students are withdrawn from a module, they may be excluded from further teaching, denied access to examinations and refused the opportunity to submit assessment for the module or award. They will need to seek permission to start again on the same module or award the following year. This may affect their eligibility to progress to the next level of their award.

如果被取消了某课程模块的学习资格，学生将不能参加之后的学习，也不能参加考试或提交测评。学生必须申请来年重新学习该课程模块，而这将会影响他们进入下一年学习的资格。

If students are unable to attend for up to one working day then they must contact their Class Tutor and complete a Student Absence Record in the Collaborative Institute Management Office. If they are unable to attend for longer than seven working days then they must also obtain a relevant note and speak with the Vice Dean who is in



charge of Teaching Affairs of the Collaborative Institute. If they are unable to attend for more than seven working days, then they must first speak with the Vice Dean who is in charge of Teaching Affairs and the Vice-Party Secretary who is in charge of student affairs, and then file with the Academic Affairs Department of CDUT.

如果请假时间不超过1个工作日，学生必须告知其辅导员并到牛布学院办公室填写学生缺席记录表。如果请假1-7个工作日，则需要得到学院分管教学的副院长的许可并提交相关证明材料。如果超过7天，则必须要得到学院分管教学工作的副院长和分管学生工作的副书记联署批准后报教务处备案。

Where students' absence affects assessed work, they should also complete an extenuating circumstances claim form and attach appropriate evidence as required. (For further details see "EXTENUATING CIRCUMSTANCES")

如果缺席影响到测评，学生还需要提交一份例外情况申明，并附上所需相关证明材料。（详情参见“例外情况”一节）

SEEKING HELP
寻求帮助

Students are always encouraged to ask questions, as seeking help shows that they are trying to study hard on their own. If students are not asking questions then they are not thinking hard enough! Successful students usually spend a significant amount of time in discussion with their teachers.

老师鼓励学生问问题，寻求帮助表明学生自己在努力学习。如果提不出问题，反而意味着没有认真思考！优秀的学生通常花大量时间与老师讨论。

All tutors have office hours when they are available for personal consultation. The times for office hours are posted outside the Collaborative Institute Management Office and / or student website. At busy times it may be necessary to make an appointment first.

所有老师都有相应的个人辅导时间。辅导时间表公布在牛布学院管理办公室外和/或学生网站。鉴于有些时候老师会非常忙，建议学生都提前预约。

Another resource for help is our Programme Award Administrators who are always willing to help students and answer their questions.

另外，各年级的教学秘书都很乐意为学生解答疑问，提供帮助。

Contact details for the relevant people who manage the Collaborative Institute are given in Appendix.

牛布学院相关管理人员的联系方式请见附录。



PROGRAMME COMMITTEES
课程委员会

The Programme Committee will normally meet at least once a semester. The committee consists of:

课程委员会每学期最少开会一次。委员会包括：

- Award Leader
  课程主管
- Level Head
  年级主管
- Teaching staff representatives
  教师代表
- Award Administrators
  教学秘书
- Student representatives
  学生代表
- OBU Liaison Manager / Link Tutor
  英国牛津布鲁克斯大学联络官/联络员

The committee reviews the operation of the programme and considers proposals for improvements, specifically:

委员会将评审该专业的运行情况并考虑改进建议，特别是：

- Monitor the programme delivery and curriculum, ensuring it is delivered as approved in the Operations Manual and Programme Handbook, and make recommendations for change, as necessary

  监督本专业的教学和课程，确保按照《运营指南》和《课程手册》中批准的方式教学，并在必要时提出调整建议。

- Ensure that the timetabling of modules, assignments and examinations are coordinated in a timely fashion and communicated to both staff and students

  确保及时协调课程模块、作业和考试的时间安排，并传达给师生。

- Ensure that a suitable induction programme is in place for new students and review the effectiveness of the induction programme annually

  确保为新生准备适当的入学教育，并每年评估入学教育的有效性。

- Monitor the adequacy of teaching materials, staffing, and learning resources supporting the delivery of the Programme to assure the quality of the learning opportunities provided to students



  监控支持各专业教学的教学材料、师资配备和学习资源的充足性，确保为学生提供高质量的学习机会。

- Consider to feedback from students, via the results of module evaluation surveys, from the student members and from other student forums, and ensure that appropriate action is being taken in response to issues raised

  通过各课程模块的评估调查结果、学生及学生论坛等收集学生的反馈意见，确保针对提出的问题采取适当措施。

- Receive and approve the Annual Programme Review report, through a specially convened Annual Review meeting of the Committee, and monitor the implementation of action arising

  通过委员会特别召开的年度审查会议接收并批准年度课程审查报告，并监督所采取措施的执行情况。

- Receive external examiners' reports and ensure appropriate action is taken in response to issues raised

  接收外部考官的报告，并确保针对提出的问题采取适当措施。

- Consider and agree assignment briefs, project briefs, examination papers, and marking schemes, in accordance with the approved assessment strategies for the modules on the Programme/s, in preparation for approval by the University and External Examiner (students should not be present for this item)

  根据经批准的课程模块的测评策略，审议同意作业简介、课题简介、考试试卷和评分体系，供牛津布鲁克斯大学和外部考官批准（学生不参与此项）。

- Receive and consider an annual report from the Academic Conduct Officer (students should not be present for this item).

  接收并审议学术行为官提交的年度报告（学生不参与此项）。



ASSESSMENT AND ITS MARKING AND MANAGEMENT
测评及其评分和管理

"Assessment" is a word which means all the different testing methods on a programme.

"测评"是指各专业所有不同的考评方法。

Teachers in the Collaborative Institute value the use of a variety of methods to give students a fair chance. People are good at different types of assessment, so teachers mix exams, oral presentations, seminar participation, written coursework (done at home) and other methods.

为了给学生提供公平的机会，牛布学院老师倾向于采用多种方式进行测评。每个人都擅长于不同形式的测评，因此老师会综合采用书面考试、讲演、学术讨论、书面家庭作业等多种不同形式的测评方式。

All assessments are prepared several weeks in advance and in consultation with Oxford Brookes University and External Examiners who ensure all assessments are of an appropriate standard.

所有的测评会提前几周准备好，并交由牛津布鲁克斯大学的检查官和外部考官审查以确保所有的测评都达到相应标准。

When students submit a piece of work to be marked online, it is students' responsibility to make sure that the work has been uploaded successfully and timely and to keep the Receipt No. safely. Only the student number is shown and so tutors do not know which students the work belongs to.

学生在线提交供评阅的作业时，必须自行确保按时成功提供，并须保存好收件号码。由于只有学号可见，老师并不知道批阅的作业是哪个学生的。

Once work has been marked by the first marker (usually one of the tutors from the course), a sample, including all failing work and all work close to grade borderlines, will be passed to a second marker with experience in the subject; usually one of the other tutors from the course. This second marking checks that, no matter who marks the work, the standard is the same and that every student is treated fairly. The first and second markers will then meet to resolve any differences in their marking and agree upon a mark for every student.

第一位阅卷人（通常是课程的授课老师之一）评分后，包含所有不及格和边缘分数线的作业都将交给第二位熟悉该课程的阅卷人进行评分，这通常是课程的另外一位授课老师。第二阅卷人将核查学生成绩，保证无论是谁进行的评分，其标准都是一样的，以此确保学生测评成绩的公平公正。之后第一阅卷人与第二阅卷人会就不同的评分进行商议，确定一个双方都认可的分数。

Once the work has been marked internally, the External Examiner will review all the marks awarded and look at a selection of students' work.

内部评阅结束以后，外部考官将审核所有评分，并且查阅一定数量的学生作业。

The final marks are determined by an Examinations Committee, consisting of all the examiners and tutors for the modules. At the Assessment Board, the final marks are determined for each module. Results are usually available within one or two days of the Committee's decision.

最终成绩由考试委员会进行确认，委员会包括所有的考官和授课老师。考试委员会将逐一确认所有课程模块的成绩。学生成绩将在得到考试委员会确认后的一到两天内公布。

During the final Examinations Committee of the year students' profiles across all modules are considered. It is the Examinations Committee which determines whether or not students have passed and its decision is final.

考试委员会将评估学生在各个课程模块的综合表现，并最终决定学生是否通过相应的测评。

Please note:

1. As it is time-consuming to go through all the procedures to determine students' results, students' final results are usually released in middle March and July, though students may know their provisional marks when the first marker finishes marking. As for the final year students who have passed everything, they will usually be able to receive their CDUT and OBU certificates by the end of July.

请注意：

1. 由于最终确认学生成绩须花费很长时间，学生的最终成绩通常在3月和7月中旬公布，尽管学生可能在第一位阅卷人完成阅卷后知道了暂时的成绩。针对毕业班顺利通过所有课程的学生，通常会在七月底之前收到成都理工大学和英国牛津布鲁克斯大学颁发的证书。

2. If a student is classed as a debtor by the University, his or her results may not be considered by the Examinations Committee and will be withheld until we are informed by the Finance Office that we can release them. This may mean that students will not receive details of referral work which may impact their progression to the next level of their award or graduation.

2. 学生若存在无故欠费的情况，学术委员会将不会审议其成绩，直至财务部门确认学生已交清相关费用。这意味着学生无法获知补考的细节，而这将影响他们进入下一年级的学习，情节严重的甚至会影响学生获得学位证和毕业证。

GRADING SYSTEM
评分体系

All Oxford Brookes University modules are assessed with a standard percentage mark scale. Note however that 40% is considered a pass grade in the UK and that UK marks tend to be lower than those awarded elsewhere in the world, even for work of a high standard.

所有牛津布鲁克斯大学的课程都按照统一标准的评分体系来进行测评。请注意，在英国教育体系中获得满分100分中的40分，则为通过（及格），英国的评分相对其他国家地区而言会较低，即使是一份优秀的作业亦如此。

The class of Honours degree shall be decided by the overall average marks. The average mark for each level of study is the average of the final marks for all modules passed at that level (including compensated passes), weighted by the credit value of each module. Average marks are truncated, therefore an average of 59.6 will be recorded as 59% and will not be rounded up to 60%.

学生获得的荣誉学位等级将由总平均成绩决定。各年级的平均成绩由当年所有模块通过（包括豁免通过）的成绩，按照学分比重计算得出，平均成绩将直接去掉小数点的数值，因此，若平均成绩为59.6，则记作59%，而不会四舍五入为60%。

The overall average mark is calculated using the level 5 and level 6 average marks, weighted as follows:

总平均成绩由大三和大四的平均分计算得出，具体占比如下：

Level of Study 年级	Weight 占比
Level 4 大二	0%
Level 5 大三	25%
Level 6 大四	75%
Parameters 参数	All modules are included 所有模块涵盖在内

PROGRESSION TO THE NEXT LEVEL
升级

Upon successfully passing the IFDP, students can proceed to Level 4 of the BSc (Hons) Accountancy award. If students do not successfully complete all 120 credits then they must retake the IFDP in its entirety – attending all classes and attempting each assessment again. **Students only have two attempts at the IFDP.**

顺利通过国际基础文凭课程，学生可升入到会计学专业课程第一年（大二）继续学习。如果学生未能获得所有的120个学分，学生必须重新学习整个国际基础文凭课程并重新参加所有的考试和测评。**学生仅有两次学习国际基础文凭课程的机会。**

There are two main routes of progression. The first route is for students obtaining an honours degree and a second route that allows alternative progression paths for students opting to exit with an interim award. In this second stream, students would be able to progress to the next level of study with fewer than the required credits for an honours degree. However, they would also be required to follow a specific exit award pathway at this point, and would not be able to move back into an Honours pathway again once they had chosen the alternative pathway.

升级途径主要分两种。第一种适用于想要获得荣誉学位的学生。第二种则适用于选择获得阶段奖励后结业的学生，该途径允许学生选择替代性升级途径，同时，还允许学生以低于荣誉学位所需的学分进入下一个学习阶段。不过，该途径要求学生必须遵循特定的结业奖励途径。一旦学生选择了替代性途径，就不能再重新选择获取荣誉学位的升级途径。

Please note that the practice of trailing modules is not permitted as part of the students' progression through discrete levels of study in the new Academic Framework.

请注意，新版学术框架中，分层次阶段学习不允许将后续课程模块的练习作为学生升级的一部分。

COMPENSATION
豁免



Compensation is defined within regulations as: “the practice of awarding credit for a limited number of modules that have not been passed, on the basis of good overall academic performance in a single academic year at a specific level. ‘Good overall academic performance’ means that the student has scored 30% or above in the module/s which are eligible for compensation, and has passed all the required modules at that level (at least 6 modules at Level 4 and 7 modules at Level 5).” The main elements of the compensation to be noted are:

在该规定中，豁免的定义是：“根据单个学年某阶段的良好综合学习成绩，为一定数量未通过的课程模块授予学分。”“良好综合学习成绩”表示该学生已在符合豁免条件的课程模块中取得30分或以上的成绩，并通过了该阶段的所有必修课程模块（大二至少6个模块，大三至少7个模块）。”注意，学分豁免的主要内容包括：

- Credit is allowed to be awarded where a pass mark has been marginally missed (student has scored above 30%), providing the minimum number of required modules for that level have been passed satisfactorily.

  若学生成绩略低于及格分数（成绩在30分以上），且该学生已通过该阶段所要求完成的最低课程模块数，则授予学分。

- There will be no award of credit for missing a pass by a large margin, not attempting a module or where other modules across the year have been failed.

  若学生成绩远低于及格分数，未完成一个课程模块的学习，或在一学年中未通过其他课程模块，则不授予学分。

- Compensation should be confirmed by the exam committee and would be subjected to academic judgement and relevant PSRB requirements.

  豁免应由考试委员会确认，且须符合学术判断和相关的PSRB要求。

- A compensated pass mark would be recorded on a transcript, and the achieved mark would be used for the purposes of calculating the final degree classification and GPA. If applicable, compensation is applied after resits and before a module is retaken.

  豁免的及格分数将记录于成绩单，所得分数将用于计算最终的学位等级和GPA。如适用，则在补考后、课程模块重新学习前给予豁免。

- A compensated pass is only awarded at the completion of the level of study at which it is to be applied. For part- time students, a compensated mark would normally only be awarded at the completion of the level of study at which it is to be applied (ie if it takes 2 years to complete Level 4, compensation will only be applied at the end of the second year).

  豁免及格只有在学生完成了相应的学习阶段后才会给予。对于非全日制学生，通常只有在其完成相应的学习阶段后才会给予豁免分数（即，如果某个学生需要2年来完成大二的学习，那么只有在第二年年底课程结束后才会给予豁免分数）。

- Compensation may apply to compulsory modules, unless this would breach PSRB accreditation requirements. This is likely to be the case where a module is the only route through which a particular programme learning outcome can be delivered.

  豁免可适用于必修课程模块，违反PSRB认证要求的除外。在这种情况下，课程模块可能是交付特定课程学习成果的唯一途径。

- If a student has not met the conditions under which compensation may be applied, they will need to retake all of the modules they have failed, if they wish to progress further.

  若学生未达到豁免条件，但想要进行下一阶段的学习，则需重修其所有不及格的课程模块。



PROGRESSION REQUIREMENTS
升级要求

The table below outlines the progression requirements defined by the new Academic Framework for Integrated Masters and undergraduate awards at Level 4, 5 and 6. The table includes undergraduate interim exit qualification progression requirements.

下表概述了新版学术框架中大二、大三和大四本科学位授予的升级要求。同时，该表也涵盖了本科阶段性结业资格的升级要求。

LEVEL 年级	Honours Programme 荣誉课程	Ordniary Degree 普通学位	UG Diploma UG文凭	Certificate HE 证书HE
LEVEL 4 大二	Minimum 120 credits 最低120学分 Maximum of 30 credits via compensation marks 最多只能豁免 30个学分	Minimum 120 credits 最低120学分 Maximum of 30 credits via compensation marks 最多只能豁免 30个学分	Minimum 120 credits 最低120学分 Maximum of 30 credits via compensation marks 最多只能豁免 30个学分	Minimum 120 credits 最低120学分 Maximum of 30 credits via compensation marks 最多只能豁免 30个学分
LEVEL 5 大三	Minimum 120 credits 最低120学分 Maximum of 15 credits via compensation marks 最多只能豁免 15个学分	Minimum 90 credits 最低90学分 Maximum of 15 credits via compensation marks 最多只能豁免 15个学分	Minimum 90 credits 最低90学分 Maximum of 15 credits via compensation marks 最多只能豁免 15个学分	
LEVEL 6 大四	Minimum 120 credits 最低120学分 No Compensation 无豁免课程	Minimum 120 credits 最低120学分 No Compensation 无豁免课程		
Overall requirements 综合要求	Minimum 360 credits achieved 最低需获得360学分 All compulsory modules must be passed,at each level before progressing to the next 在升入下一级之前，必须通过各阶段所有必修课程单元 PSRB requirements will apply in addition to, and when necessary supersede, the above PSRB要求适用于上述内容，必要时可取代上述内容	Minimum 300 credits achieved 最低需获得300学分 All compulsory modules must be passed,at each level before progressing to the next 在升入下一级之前，必须通过各阶段所有必修课程单元 PSRB requirements will apply in addition to, and when necessary supersede, the above PSRB要求适用于上述内容，必要时可取代上述内容	Minimum 240 credits achieved 最低需获得240学分 All compulsory modules must be passed,at each level before progressing to the next 在升入下一级之前，必须通过各阶段所有必修课程单元 PSRB requirements will apply in addition to, and when necessary supersede, the above PSRB要求适用于上述内容，必要时可取代上述内容	Minimum 120 credits achieved 最低需获得120学分 All compulsory modules must be passed,at each level before progressing to the next 在升入下一级之前，必须通过各阶段所有必修课程单元 PSRB requirements will apply in addition to, and when necessary supersede, the above PSRB要求适用于上述内容，必要时可取代上述内容

LIMITATION ON CREDITS TAKEN
每年可修读学分限制

There are limits to the number of modules which may be attempted in the course of completing an Honours degree or any intermediate awards, as described in the table below. A student who, through multiple failed modules, exceeds these limits, or reaches a point where they cannot progress without exceeding these limits, will be required to withdraw. The table below takes account of any accredited prior learning.

如下表所述，在完成荣誉学位或任何中级的过程中，可尝试的课程单元数量是有限的。若学生因多个课程单元未通过导致超过了单元学习数量的限制，或不超过这些限制的情况下无法进入下一阶段学习，则该学生将被要求退学。

下表列出了所有经认可的事先学习。

LEVEL 年级	Limit on attempted credits 可尝试获取学分的限制
LEVEL 4 大二	● Students may attempt a maximum of eleven (11) module credits* (including retakes of modules and after exhausting all the other available options, eg Exceptional Circumstances) in achieving the 8 module credits (120 Level 4 credits) required for progression to Level 5. 学生最多可尝试获取11个课程模块单元学分*，以达到进入大三学习所需的8个课程模块的学分（大二共120学分）（包括重修课程模块或用尽其他方案后，如“特殊情况”）。 ● Students who fail more than two (2) module credits at Level 4 will be required to withdraw from the course, unless one or more compensatory pass marks can be applied 若学生在大二的学习中，超过2个课程模块单元学分未达到要求，则该学生需要退学，除非其可以申请到一个或者多个豁免及格分数。



LEVEL 年级	Limit on attempted credits 可尝试获取学分的限制
LEVEL 5 大三	● Students may attempt a maximum of eleven (11) module credits* in achieving the 8 module credits (120 Level 5 credits) required for progression to Level 6 (including retakes of modules and after exhausting all the other available options, eg Exceptional Circumstances). 学生最多可尝试获取11个课程模块单元学分*，以达到进入大四学习所需的8个课程模块的学分（大三共120学分）（包括重修课程模块或用尽其他方案后，如"特殊情况"）。 ● Students who fail more than three (3) module credits at Level 5 will be required to withdraw from the course, unless one or more compensatory pass marks can be applied 若学生在大三的学习中，超过3个课程模块单元学分未达到要求，则该学生需要退学，除非其可以申请到一个或者多个豁免及格分数。
LEVEL 6 大四	● Students may attempt a maximum of eleven (11) module credits* in achieving the 8 module credits (120 Level 6 credits) required for completion of an Honours degree or progression to Level 7 of an integrated master's degree (including retakes of modules and after exhausting all the other available options, eg Exceptional Circumstances). 学生最多可尝试获取11个课程模块单元学分*，以达到荣誉学位所需的8个课程模块单元学分（大四共120学分）（包括重修课程模块或用尽其他方案后，如"特殊情况"）。 ● Students who fail more than three (3) module credits at Level 6 will be required to withdraw from the course 若学生在大四的学习中，超过3个课程模块单元学分未达到要求，则该学生需要退学。

* Please note that multiple takes of the same module will count towards the maximum of module credits.
* 请注意，同一课程模块的多次学习将计入该课程模块单元学分的最大值。

RESIT AND RETAKE
补考与重修

If a student fails a module they are given another assessment opportunity for the module. Where the student only has to attempt the assessment again without attending classes this is known as a resit. Where the student must attend classes this is known as a retake. Students can only retake a module once.

如果学生没有通过某一课程模块的测评，他们还有一次机会重新进行课程模块的测评。如果学生没有通过某课程模块，不用重新学习该课程模块，而获得第二次的测评机会，这就是补考。如若学生必须重新上课学习该课程模块，才能获得第二次测评机会，这就是重修。学生只能重修一个课程模块一次。

A resit is normally offered where a student obtains between 30% and 40% in the first attempt at a module. When a student obtains less than 30% in the first attempt, he is not entitled to re-assessment without retaking the module. If a student has 60 or more credits to retake, they cannot proceed to the next level. Marks achieved during the resit are capped according to the University Regulations which can be found here: https://www.brookes.ac.uk/regulations/.

通常情况下，只有第一次的测评成绩在30%-40%时，学生才能够参加补考。若学生第一次测评成绩不足30%，则必须重新学习该课程模块（重修）后才能再次参加测评。如果学生有60及以上学分需要重修，学生则不能升入下一级继续学习。有关补考成绩的计算，将根据学校规定来，具体请参阅https://www.brookes.ac.uk/regulations/.

If students need to resit an assessment, the resit period is usually held in August, and students must keep the time free, as holidays etc. will not be accepted as Mitigating Circumstances.

如果学生需要补考，补考的时间通常安排在八月，学生必须保证自己有时间参加补考，诸如节假日这样的理由不能作为"例外情况"而被接受。

In the IFDP students have to pass all modules before they can go on to level 4. If they fail a module, they have the chance to take a referral, which normally takes place in August following the end of the IFDP. If they are still unable to pass the module then they have one opportunity to study the whole IFDP again; that is to say, they need to retake the IFDP. Students retaking the IFDP must attend all classes and pay the appropriate fees. Students who work hard and steadily throughout the year do not generally fail. The course is designed to help students pass, not to fail them!

在国际基础文凭课程中，鉴于所有课程模块都是核心课程模块，学生必须通过



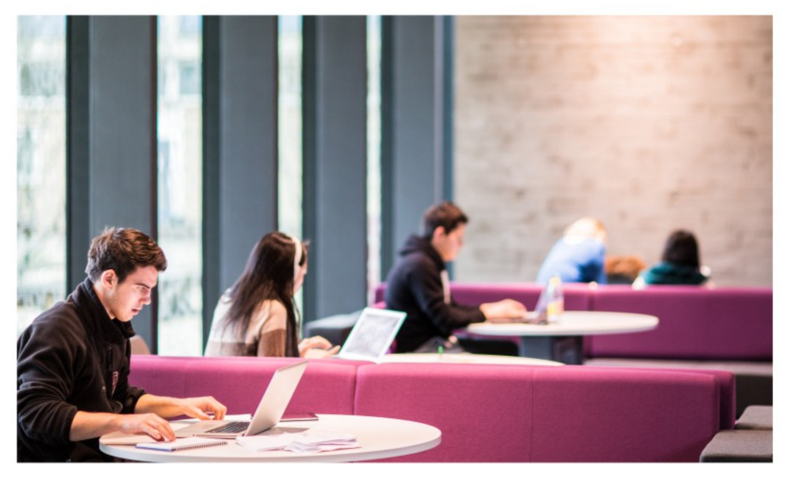
所有课程模块才能升入二年级专业课程的学习。如果某一个课程模块没有通过，他们有第二次考试的机会。这通常是在国际基础文凭课程结束后的八月份进行。如果补考后还是没有通过所有课程模块，学生还有一次机会重新学习整个国际基础文凭课程，即重修国际基础文凭课程。重修的学生必须参加所有课程的学习并且支付相应的学费。如果学生在整个学年都不断努力，通过测评的机会是很高的。课程的设计是为了帮助学生通过，而不是让他们不过。

A Retake can be taken when a student re-registers for a module after having previously been given a Fail grade or not passed the resit. The student is expected to attend all classes and to take all of the assessments involved as any other student of the module. All the marks awarded will be recorded but the module counts as 1 module credit each time it is taken when calculating the total of modules taken for an Honors degree.

在学生没能通过某课程模块或者补考也不过的情况下，学生或可以再次注册该课程模块进行重修。重修时，和其他学生一样，学生必须参加所有的课程学习，并进行所有相关的测评。学生每一次参加测评的成绩都会有记录，但是在计算学生最后的荣誉学位等级时只算一个成绩。

Students who pass a module are not allowed to retake it.

如果学生已经通过了该课程模块，则不能重修。



MITIGATING CIRCUMSTANCES
例外情况

If students have unforeseeable and extraordinary circumstances which might affect their performance in an exam or other assessment, or cause them to submit work late, then they may make a mitigating circumstances claim. If students think they have a valid claim, then they must inform the Collaborative Institute Management Office as soon as possible. Programme Award Administrators will help students complete a form which will be considered (anonymously) when discussing students' results. Students will usually need to provide supporting evidence for the claim, such as a letter from a doctor or another appropriate person.

如果遇到不可预见或者异常的情况影响学生在考试或者其他测评中的表现，或是不能准时提交测评作业，那么他们可提交一份例外情况声明。如果学生认为自己的声明是合理的，就必须尽快通知牛布学院管理办公室。教学秘书将会协助学生填写声明表，该声明会在讨论学生成绩时予以匿名考虑。通常学生还需要提供相关的支持证据，如一封医生或其他相关人士的证明信。

Note that IT failure of any kind is not an acceptable excuse. Making regular backups of all work is students' responsibility. Students are very strongly advised to keep at least two copies of their assignment in different places, e.g. back up their work to a reliable email server, such as QQ.

请注意，诸如信息技术方面的故障问题不属于可接受的合理理由。学生自己有责任将自己的作业做好备份。强烈建议学生在不同的地方最少拷贝保存两份作业，比如在QQ等可信赖的电子邮箱服务器中进行备份。

The following are commonly accepted grounds for mitigating circumstances:

通常可以被接受的例外情况如下：

- Sickness supported by full medical evidence (with dates which coincide correctly)

  疾病，须有医院时间相符的完整证明
- Close family bereavement with corroborating evidence, e.g. death certificate and relevant dates

  有相关证明的近亲丧亡，如日期相关的死亡证明
- Personal problems – psychological or family, domestic violence, relationship breakdown, family illness (only if supported by a doctor, counsellor, or Programme tutor)

  个人问题—心理或家庭原因、家庭暴力、关系破裂、家族疾病等（必须由医生、咨询师或者项目老师提供证明）



- On-going medical problems
  持续的疾病问题

Below are some commonly rejected grounds for mitigating circumstances:
以下是通常不能被接受的例外情况：

- Holidays
  节假日
- Lateness due to traffic problems
  由于交通问题导致的迟到
- Financial problems
  经济问题
- Claims the student was unaware of hand-in/exam date/times
  不清楚上交作业和考试的日期或时间
- Personal computer and printer problems
  个人电脑和打印问题
- Late submission on the due date
  迟交作业
- Medical evidence that is outside of the relevant assessment time period
  医院证明的时间与测评时间不符
- No evidence (medical or otherwise)
  没有证据（医院证明或其他）
- If circumstances were foreseeable or preventable
  如果情况可被预见或可避免
- Minor illness or ailment
  轻微的疾病
- Very late submissions
  提交作业太晚
- Poor time planning/management
  时间安排或管理不当
- Poor practice (e.g. no computer back-ups)
  操作不当（例如没有进行计算机备份）

CHEATING
学术欺骗

Cheating is not tolerated at UK universities. As tutors get to know students and their work, cheating is easily detected. Regulations are very strict, particularly regarding the use of quotes or ideas from others, regarding collaboration with other students and conduct in examinations. Even if students break the rules by accident, it is still treated as academic malpractice, and the student will be punished. It is quite common for those who are caught cheating to fail the module involved. Academic Malpractice can take many forms:

英国大学绝对不能容忍学术欺骗。老师了解学生和他们的水平，也就很容易发现学生是否有欺骗行为。学术欺骗相关的规定非常严格，特别是在引用别人的观点、与其他同学共谋及考试行为等方面。即使学生可能只是无意中违背了学术规定，仍然会被视为学术欺骗，会受到处罚。被发现有学术欺骗行为的学生，涉及的科目通常会按不及格处理。学术欺骗形式多样：

Plagiarism is the copying of someone else's work and passing it off as one's own. It is students' responsibility to reference everything meticulously. They must cite and reference correctly, if they do not, then this may be treated as academic dishonesty.

剽窃是指抄袭他人作业作为自己的作业上交。学生有责任谨慎引用，不正确的引用也有可能被视为学术欺骗。

Collusion is where two or more students collaborate to produce a piece of work which is then submitted as though it were an individual student's own work.

共谋是指两个或两个以上的学生合做一份作业，然后作为一个学生的作业上交。

Commissioning is where another person completes an assignment on behalf of a student.

委托他人完成作业，并作为自己的作业上交。

Machine Translation is the use of software to translate one's own or another's words into another language. Students must submit their own words, not those of a computer. An assignment that includes unacknowledged machine-translated sections is academic dishonesty.

机器翻译是指用软件将自己或他人的文章翻译成另一种语言。学生必须上交用自己的语言所写出的文章而非电脑的。作业中部分内容为机器翻译也属于学术欺骗。

Translation without acknowledgement is a form of plagiarism. Translating others'



words does not make the words a student's own. Students must acknowledge the original author using the correct citation and reference.

翻译别人内容而不注明出处，也是一种剽窃行为。翻译别人的文章并不能算是自己的东西。学生必须用正确的引用和参考方式注明原作者。

Not following exam regulations is also academic dishonesty. For example, having a mobile phone on the desk in an exam, even if the student does not use it, is academic dishonesty. Of course sneaking notes into an exam or copying from others is also forbidden.

不遵守考试规定也属于学术欺骗。比如，手机放在桌上，即使没有使用也会被当做学术欺骗。当然，私自携带笔记进入考场或抄袭他人答案也是禁止的。

Punishments vary based on the severity of the offence and if the student has previously committed academic malpractice, subsequent offences are punished more severely. A frequent punishment for a first time offence would be to score zero for the piece of work, whilst in an extreme case, a student may not permitted to continue to study on their award.

根据学术欺骗严重性的不同，学生将受到的惩罚也不一样。而如果是重犯，那么受到的惩罚将更重。对于初犯，通常相关的这份测评将计0分处理，但是在某些极端情况下，学生或将不被允许继续学习英国牛津布鲁克斯大学课程，这意味着学生不能继续学业。



FREQUENTLY ASKED QUESTIONS
常见问题

Q: How many weeks are there each semester in the Oxford BrookesSino-British Collaborative Programmes ? How many teaching hours are there each week?

问：英国牛津布鲁克斯大学课程每学期总共多少教学周？每周多少教学时间？

A: There are twelve teaching weeks each semester, although semesters are longer than this because of public holidays. There are around 16 hours of class each week in English, plus the Chinese classes.

答：通常每个学期共有12个教学周，不过由于各种公共假期，实际上每学期上课时间不止12周。通常每周约有16个课时的英方课，此外还有中方课程。

Note: UK education focuses on independent study and independent thinking. One hour in class usually necessitates at least two hours' self-study before and after class.

请注意：英国教育重视独立学习以及独立思考。课堂内一小时的学习，通常需要保证课前课后至少两个小时的自学。

Q: How many foreign teachers are there in the programme now? How do we know if they are qualified?

问：现在整个中英合作办学总共有多少位外籍教师？我们怎样才能知道他们是否是合格？

A: At the time of writing, there are 44 foreign teachers working on the Sino-British Collaborative Programmes at CDUT. They have all been awarded Foreign Expert Certificates by the Sichuan Provincial Administration of Foreign Experts Affairs and have also been approved by both universities. The teachers meet the same requirements that they would need to if they were to teach at a University in the UK. A number of foreign teachers have been awarded the "Excellent Foreign Guest Teacher Prize" by the Education Department of Sichuan Province. A number of teachers hold a Postgraduate Certificate in International Education (PGCIE) and others hold a Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA). Many are former International English Language Testing Service (IELTS) examiners. Amongst our faculty we boast graduates of a number of well known established universities, including Cambridge University, University of Edinburgh, University of Birmingham and University of St. Andrews. We offer a comprehensive staff development programme for all staff to ensure that the standards of teaching remain first rate. For more information about our teachers please visit our programme website at www.zy.cdut.edu.cn.

答：目前成都理工大学中英合作办学拥有外籍教师44人。他们不仅得到了双





方大学的认可，还拥有四川省外国专家事务局颁发的外国专家证书。所有外籍教师的选拔均按照英国大学对高校教师的要求进行。我们曾有多名外教被四川省教育厅授予年度优秀外籍教师荣誉称号。项目大部分老师已获得国际教育硕士研究生证书（PGCIE）和剑桥英语语言教师证书（CELTA），而且其中不少老师都曾是雅思考官。此外，外教中不乏众多名校的毕业生，诸如英国剑桥大学、爱丁堡大学、伯明翰大学和英国圣安德鲁斯大学等。我们为所有教职员工提供了各种员工发展项目，保证教学质量和标准保持一流水平。您也可以通过登录中英合作办学官方网www.zy.cdut.edu.cn查询更多信息。

Q: What if students cannot follow teachers in class, especially in the first few weeks?

问：如果学生在课堂上无法跟上老师的节奏，尤其在最开始的阶段，应该怎么办?

A: Teachers are aware that students may have difficulties following them in class, so before starting the course, students have had English tests, which will help teachers to decide how to plan for class. Additionally, teachers are all available for one-to-one tutorials in their office hours to help students individually, and students are encouraged to use these times. We also offer Extra English support classes to students to help students with their English and there are a number of Chinese teaching assistants and tutors who can help students bilingually.

答：老师了解学生在课堂上可能无法完全跟上节奏，所以在入学之初，学生会接受英语测试，该测试将帮助老师决定在课堂中采用怎样的教学方式循序渐进因材施教。此外，老师会为每位学生提供一对一的辅导帮助；我们鼓励学生积极参与好好利用这样的辅导机会。同时我们也安排老师为学生提供额外的英语辅导课程。此外，还有专业中方教师为学生提供双语的课程辅导。

Q: How can students be involved in the running of the Collaborative Institute?

问：学生如何参与牛布学院的运行?

A: To create an open environment, students are an important part of the input and feedback process. Sharing concerns contributes to the balanced management of the programme.

答：为了创造一个开放的环境，学生是信息收集与反馈的一个重要部份，共同关注合作办学的运行有助于促进合作办学的平衡管理。

At the beginning of the year, students will elect representatives to a Student Representatives Committee. Responsibilities of representatives include: attending meetings with teaching staff and award administrators, soliciting feedback from classmates, and sharing information.

学年开始后，学生将推选出学生代表委员会的成员。代表的职责是与教师、教学秘书一同参加会议，收集同学们的反馈信息，并传递相关信息。

Q: How can a student pass or proceed to the next level? Is it difficult?

问：怎样通过或者升入下一年级？难吗?

A: To pass each year, it is necessary to obtain at least a passing grade in each module. For detailed information regarding progression, please refer to “PROGRESSION TO THE NEXT LEVEL”above.

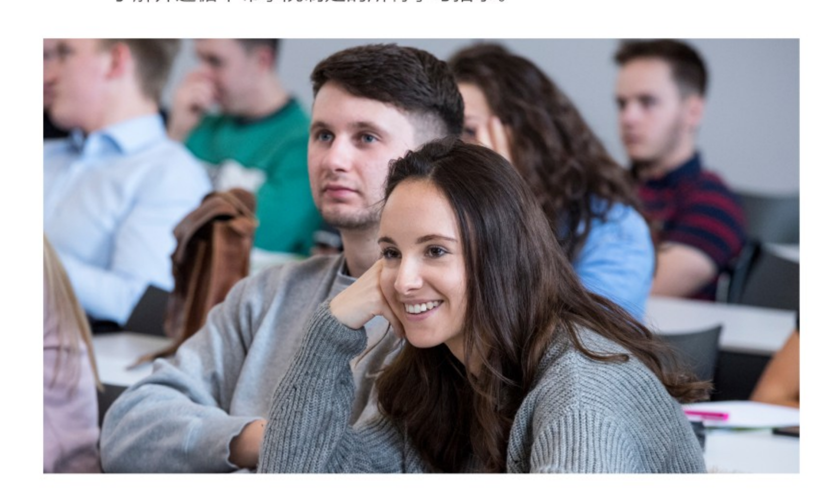
答：要通过每个年级，所有科目都必须最少获得及格分数。有关升学的详细资料，请参见 上文“升级”章节。

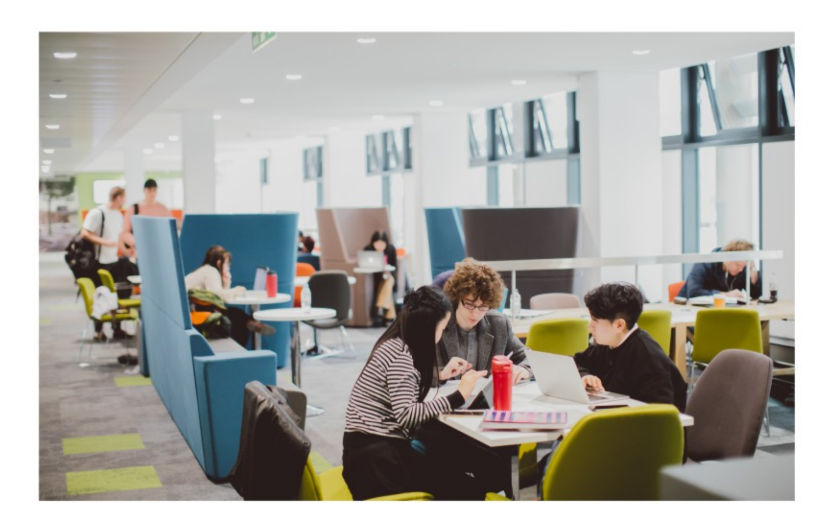
Students who expect to pass will be required to:

希望顺利通过的学生应该做到：

- Observe and follow all learning directives set forth by the Collaborative Institute.

了解并遵循牛布学院制定的所有学习指示。





- Work hard at their studies.
  努力学习。
- Take charge of their own learning goals.
  为自己的学习目标负责任。
- Take initiative – do not expect to be told what to do all of the time.
  积极主动，即不要总是期待老师安排你去做某事
- Responsibly designate time for independent study. The teaching staff highly recommends allocating a minimum of two hours of independent study for each hour of classroom time.
  自觉安排时间自学。我们强烈建议学生在课堂的每一小时，需要至少两个小时进行自学。
- Read around their subjects – this means not just relying on the core textbooks for the modules.
  阅读与课程相关的书籍，不能仅仅依赖各科目的核心教材。

If students follow the guidelines above, it is not difficult to pass. Otherwise, it is not easy.

如果学生能按照以上指导进行学习，要通过并非难事。否则，就会非常困难。

Q: How do you ensure the fairness of assessment-marking?

问：怎样确保测评评分的公平性?

A: Firstly, on all students' work, only the student number is shown; tutors do not know whose work they are marking.

答：首先，所有学生的测评作业都只有学号，老师在阅卷时并不知道他们所评阅的试卷是哪位学生的。

Secondly, usually the work (especially failing work) is marked internally by two



teachers of the relevant course, who will come to an agreed mark. Afterwards, the external examiner will review all the marks and look at a selection of work.

其次，一般说来测评作业（特别是不合格的作业）都会由相关科目的两位老师进行内部评阅，给出一个合议的成绩。之后，外部考官会再次重审所有成绩，并抽检一些作业。

Finally, the Assessment Board, consisting of all the examiners and tutors, will determine the marks.

最后，由考官和任课教师组成的评审委员会将最终核定所有成绩。

Q: Why are students' scores released so late every year?

问：为什么每年学生成绩会很晚才发放?

A: As shown above, we have rigorous marking procedures and every teacher, both internal and external, spends quite a lot of time to carefully mark every piece of work. Usually, all student work needs to be sent to the UK for moderation and then sent back to CDUT, which obviously takes a significant amount of time. Staff in the Collaborative Institutealways try their best to release students' grades as soon as possible.

答：正如上面提到的那样，牛布学院拥有一套严谨的评分体系，而且每位老师，不管是外部考官（即第三方大学评审官）还是内部考官都会花大量时间认真批阅每一份作业。而且在大多数情况下，所有的学生试卷会被寄到英国大学由考官再次审核，之后再寄回成都理工大学，这一过程确实需要花费大量时间。不过牛布学院的所有老师都在尽自己的最大努力尽可能早地将成绩发放给学生。

Q:Why are students not getting high marks?

问：为什么学生得分不高?

A: The grading systems of Chinese and British universities differ greatly. In the UK 40% is a passing grade. Be aware that there is a wide distribution of marks. Students will have different scores from their classmates. It is uncommon for students to score highly.

答：中国与英国的成绩评定体系区别很大。在英国大学中，满分100，40分就为及格。请注意成绩分差还是很大的，每位同学的成绩都会有所不同。也只有特别优秀的作业，才会获得特别高的分数。

Q: What if students are ill?

问：如果学生生病了怎么办?



A: If illness prevents students from attending class, they should first contact their class tutor. If students are unable to attend for up to one working day then they must contact their Class Tutor and complete a Student Absence Record in the Collaborative Institute Management Office. If they are unable to attend for longer than seven working days then they must also obtain a relevant note and speak with the Vice Dean who is in charge of Teaching Affairs of the Collaborative Institute. If they are unable to attend for more than seven working days, then they must first speak with the Vice Dean who is in charge of Teaching Affairs and the Vice-Party Secretary who is in charge of student affairs, and then file with the Academic Affairs Department of CDUT.

答：如果学生因病不能来上课，应该首先告知辅导员。如果请假时间不超过1个工作日，学生必须告知其辅导员并到中英合作办学办公室填写学生缺席记录表。如果请假1-7个工作日，则需要得牛布学院分管教学的副院长的许可并提交相关证明材料。如果超过7天，则必须要得到牛布学院分管教学工作的副院长和分管学生工作的副书记联署批准后报教务处备案。

Then students should visit the doctor and ask for a written note explaining why they are unable to attend class and when they should be able to return. After they have been to the doctor they should come to the Collaborative Institute Management office to complete a student absence form.

学生还得在接受医生诊治后，请医生为其开具证明，说明该生为什么不能坚持上课，以及何时才能上课。在看过医生之后，该生还必须到牛布学院管理办公室填写一张学生缺席记录表。

Students who believe that their performance on a module/award has been affected by illness must complete an extenuating circumstance claim form and attach appropriate medical evidence (usually a doctor's note), as required.

同样，如果学生认为生病影响了测评成绩，那么可以填写一张例外情况申请表并要求附上一份适当的医学证明（通常是医生开具的证明）。

Q: How will teachers manage students' attendance?

问：教师会怎样管理学生的上课出勤情况?

A: In each class (including both lectures and tutorials), students' attendance will be recorded by teachers and reported to the Award Administrators weekly. In this way, award administrators have an overview of all students' attendance and will then deal



with individuals accordingly. Normally, they will speak to students with poor attendance to establish the underlying reasons, and offer help as needed. If attendance does not improve, the student support team will contact parents and try to find a solution with the parents. The Collaborative Institute has regulations to warn and punish students regarding attendance.

答：教师会在每节课上（包括教学课与辅导课）记录下学生的出勤情况，并每周按时把信息反馈给教学秘书。教学秘书将以此监管所有学生的出勤情况，并且会单独处理特殊情况。教学秘书通常会先与出勤不理想的学生谈话，找到他们缺席的原因并给予必要的帮助。但是，如果随后的出勤情况仍未出现任何好转，那么工作人员将会与学生家长取得联系，并尽最大努力与家长一起找到解决问题的方法。根据相关规章制度，成都理工大学牛津布鲁克斯学院有权根据学生的出勤情况对学生进行警告和采取惩罚措施。

Q: Do students have to own a computer/laptop in their dorm?

问：学生是不是在寝室里必须有自己的电脑或者笔记本电脑?

A: Absolutely not! Whilst a laptop is a very useful tool, students are not required to purchase one. For students who would rather play computing games than do homework, it is not recommended. There are several PC Labs on campus where students can do their work and access the Internet. We even have our own PC Labs in the teaching building which are a fantastic place for students to do homework, not only because there is high-speed Internet, but there is also no access to computer games.

答：我们绝不做任何硬性规定！电脑确实是非常有用的学习工具，但是我们并不要求学生一定要去购买。特别是对于那些沉迷于电脑游戏的学生，我们更不建议。事实上，学校里有不少的计算机室，可供学生做作业和上网。同时，中英合作办学拥有自己的计算机实验室，这是学生们学习的绝佳场所，因为这里不仅有高速的互联网，最重要的是这里不能连接任何的电脑游戏。

Q: How can parents find the latest information about students?

问：我们家长应该怎样获取关于自己孩子在校表现以及牛布学院的最新信息呢?

A: Parents can contact the Collaborative Institute Management office or class tutors. Our Award Administrators are always happy to answer questions and offer consultation. Please note, according to the UK "Data Protection Act", without the prior



written permission of the student, the student's personal information should not be released to any third party (including parents/legal guardians/sponsors). Parents can oversee if the student has given authorisation to the programme office to release and discuss details of their academic performance to their parents/legal guardians/sponsors.

答：家长可以与牛布学院管理办公室或者是您孩子的辅导员取得联系。我们相关的教学秘书非常乐于解答您的疑问，为您提供帮助。请注意，根据《英国个人数据保护法案》，未经学生书面许可，任何学生相关信息不得向第三方（包括父母、法定监护人、担保人）披露。 家长可督促学生授权项目办公室向家长提供和讨论学生的在校情况。

Q: How do students go to Oxford Brookes University in the UK for further study?

问：怎样去英国牛津布鲁克斯大学深造呢?

A: After successful completion of each level, students automatically have the option to transfer to Oxford Brookes University in the UK for further study. Please note, students who do not complete their Chinese courses cannot be awarded any certification from CDUT. If students wish to continue studying overseas, successful completion of the degree award opens doors onto one year UK masters programmes, including Oxford Brookes University's. For details, please discuss with our staff.

答：顺利完成每一年的课程后，学生自然而然可转学到英国牛津布鲁克斯大学进行下一年的学习。请注意学生若没修完其中方课程，则不能获得成都理工大学颁发的文凭。顺利完成学士学位课程，学生则可以申请包括英国牛津布鲁克斯大学在内的英国各大高校通常为期一年的硕士研究生课程。详情请与我们的工作人员联系讨论。

Please note, terms and conditions of Chengdu University of Technology and Oxford Brookes University (including but not limited to regulations stated in this handbook) will apply to students from the day students enrolled and will continue to apply for as long as student remain enrolled onto the programme unless terminated earlier as permitted. Students may be withdrawn from the enrolled programme for any reason as permitted by the regulations of the two universities.

请注意，学生注册在校期间适用成都理工大学和英国牛津布鲁克斯大学所有相关规定（包括但不限于本手册中规定）。学生若违反两校相关规定，或被退学!

APPENDIX - CONTACT DETAILS
附录–联系方式

Chengdu University of Technology Oxford Brookes College 成都理工大学牛津布鲁克斯学院		
Liu Mingzhe 刘明哲	Dean 院长	liumz@cdut.edu.cn
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James Wood	Award Leader, Oxford Brookes IFP 牛津布鲁克斯大学国际基础文凭课程主管	028-84079370 james.wood@zy.cdut.edu.cn
Karl Smiton	IFP Head, BSc Computer Science 计算机科学与技术专业国际基础课程主管	8206,028-84079370 karl@zy.cdut.edu.cn
Drew Graham	IFP Head, BSc Software Engineering 软件工程专业国际基础课程主管	8206,028-84079370 drew@zy.cdut.edu.cn
Tao Yu (Blair) 陶郁	IFP Award Administrator 国际基础课程教学秘书	8203, 028-84079824 blair@zy.cdut.edu.cn
Gao Jingming(Rachel) 高婧明	Level 4 Award Administrator L4（大二）教学秘书	8203, 028-84079538 rachel@zy.cdut.edu.cn
Zhong Yingjia (JoJo) 钟莹佳	Head of Student Support 学生支持主管	028-84079370 jojo@zy.cdut.edu.cn
Deng Mingjiang (Duncan) 邓明江	Head of Student Recruitment 招生主管	028-84075593 duncan@zy.cdut.edu.cn
Useful Websites 有用的网站		
Chengdu University of Technology Sino-British Collaborations 成都理工大学中英合作办学官网		http://www.zy.cdut.edu.cn
Student Website 学生网站		http://student.zy.cdut.edu.cn
Oxford Brookes University 英国牛津布鲁克斯大学官网		http://www.brookes.ac.uk
Chengdu University of Technology 成都理工大学官网		http://www.cdut.edu.cn
Library at Chengdu University of Technology 成都理工大学图书馆		http://www.lib.cdut.edu.cn